

## OFFLINE RISK LOG

(see *Deliverable Description for the Risk Log* regarding its purpose and use)





**Project Title:** Initial Implementation of Accelerated HCFC Phase Out in the CEIT Region | **Award ID:** 00070086 | **Date:** 04.04.2014

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	Actual Project Implementation period is significantly shorter, i. e. 27 months, than the period specified in the work plan implementation schedule of the project document, which amounts to 36 months.	September 2013	Organizational	Noncompletion of planned project activities by the actual closing date of the project P = 4 I = 4	Ensuring that request for project extension is duly prepared and submitted before the project closing date so that there was no suspension in implementation of project activities.	Project Manager	Project Manager	March 2014	No change
2.	Low sustainability of Interagency coordination, key government actors/institutions are not fully engaged and committed to the project strategy	December 2013	Organizational Political	Impossibility to implement the project P=2 I=5	Ensuring that representatives from key government institutions participate in Project Board meetings.	Project Manager	Project Manager	March 2014	No change
3.	Funding gap for implementation of technological conversions on ODS for solvents and rigid foams	January 2014	Operational	Impossibility to achieve project targets P=3 I=4	Co-financing commitments from Maz-Kypava (foam product manufacture) and Atlant / David Gorodok (solvent users) were received at the project preparation stage and confirmed at the Project Inception Workshop. Discharge of obligations on co-financing (local design, construction and maintenance works) will be subject of rigorous monitoring	Project Manager	Project Manager	February 2014	No change
4.	Limited local companies' interest and/or capacity to co-finance and implement demonstration projects on the use of low GWP alternative technologies, modernization of HCFC re-	January 2014	Operational	Impossibility to achieve project targets P = 3 I = 4	Provision of information to local companies on economic and environmental benefits of participation in demo projects is ensured through awareness-raising activities	Project Manager	Project Manager	February 2014	No change

Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
use scheme in the country and pilot small-scale ODS destruction								
Success of pilot projects on low GWP alternative cooling technologies is not maintained after the project termination and is not replicated to other sites	January 2014	Operational	Impossibility to achieve project targets P = 2 I = 3	Pilot projects selection for demonstration of natural cooling technologies will be based on: i) developing of design option in strategic areas of economy of the country, ii) working with the experienced local companies; and iii) ensuring there are economic and ecological benefits. Together, these elements should ensure the sustainability and reliability of the pilot projects	Project Manager	Project Manager	February 2014	No change
Supplied equipment is not adequately maintained and used by the companies	January 2014	Operational	P = 2 I = 3	Use and maintenance of the equipment will be subject of rigorous monitoring	Project Manager	Project Manager	February 2014	No change

ified by the Project Manager

  
Ludmila Fratsevsckaya

  
Igor Tchoulba

owed by the Programme Analyst

## OFFLINE ISSUES LOG

(see Deliverable Description for the Issues Log regarding its purpose and us)

**Project Title:** Initial Implementation of Accelerated HCFC Phase Out in the CEIT Region

**Award ID:** 00070086

**Date:** 04/04/2014

#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Budget allocated for PIU staff salaries is not enough to cover salaries of 4 positions till the end of Project duration period.	August 2013	Request for Change	Underperformance of PIU. Priority = 4	Salary of a Procurement Assistant in 2014 is to be paid under funds allocated to Local Consultants under Activity 2. Project Budget for 2015 is to be revised taking into account savings under Activity 4.	Project Manager	Project Manager	January 2014	Pending
2	State Customs Committee request to procure two chromatosspectrometers instead of the analytical and office equipment stipulated in the Project Document.	November 2013	Request for Change	Budget overrun for this activity; underperformance of Project targets Priority = 5	Urgent meeting with the representatives MNREP and State Customs Committee to negotiate the issue	Project Manager	Project Manager	January 2014	Pending
3	MNREP does not specify the design of the Registry of Refrigeration Equipment, Air Conditioning Systems, Technological Processes Using HCFC	15 January 2014	Problem	It might lead to delays in duly development of the Register by PIU Priority = 5	Provide project projections on the design of the Register	Project Scientific Coordinator	Project Manager	January 2014	Pending

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## MONITORING LOG

Project Title: "Initial Implementation of Accelerated HCFC Phase Out in the CEIT Region"

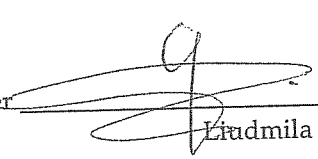
Award ID: 00070086

Activity Title and ID: Output 00084272

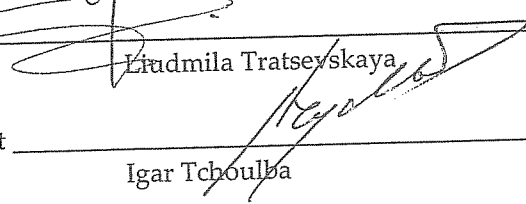
Monitoring Action	Description	Due Date	Comments	Date of completion
Annual Review Report (ARR) for 2014	Report on the main project results achieved within the reported period and funds disbursed per each activity. Data analysis against the initially approved ADWP, annual budget and M&E framework.	01 December 2014	ARR is prepared by Project Manager, approved by the Programme Analyst.	
Annual Detailed Work Plan (ADWP) for 2014	ADWP defines concrete project annual targets at the output and outcome level. Includes also funds allocated for each activity/subactivity	Preliminary draft available for authorization -15 January, 2014 Final version - 15 February, 2014	AWP is prepared by Project Manager, Approved by MNREP and Programme Analyst	
Annual review	Semi-annual and annual reviews on the results achieved and budget implementation to the MNREP to be submitted to the Ministry of Economy of the Republic of Belarus	10 January 2014 10 July 2014	Prepared by the Project Manager and submitted to MNREP	
Donor report	Brief description of the Project's main activities and results achieved during the reporting period	10 April 2014 10 July 2014 10 September 2014	Report is prepared by Project Manager and submitted to Programme Analyst.	
Capacity Building Report	Brief description of Project's contribution to capacity building of an entity/ organization/ group/ system, etc., and evidence of such improvement.	20 December 2014	Report is prepared by Project Manager and submitted to Programme Analyst.	
Mid-term Evaluation	Evaluation of the Project effectiveness and making recommendations on further implementation	November 2014	Evaluation is conducted with involvement of an independent international expert(s)	

Monitoring Action	Description	Due Date	Comments	Date of completion
Final Evaluation	Evaluation of the Project results, outputs and total impact on the national capacity.	Not planned for 2014	Evaluation is conducted with involvement of an independent international expert(s).	
Project Terminal Report		Not planned for 2014	Report is prepared by Project Manager and submitted to Programme Analyst. Scheduled in 2015.	
Physical Counting and Inventory Report	Inventory evaluation for financial reporting purposes	05 January.2014 05 April 2014 05 October 2014	Conducted by UNDP CO specialists	
Visits to Field Sites	Visits to project sites to access project progress	09 April 2014 10 June 2014 10 September 2014 15 November 2014	At least 4 visits to David-Gorodok Electromechanical Plant.	
Work group meetings	Steering Committee Meeting Minutes	20 June 2014 20 November 2014	Reporting on the project progress Pending issues	
Logs	Risk Log Issues Log Lessons Learned Log Monitoring Log	10.06.2014	Project logs submitted by the Project Manager to Programme Analyst twice a year, where risks, issues, lessons learned and major project management events are monitored and recorded.	

Certified by the Project Manager

  
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